PURPOSE

For the prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials.

PROCEDURE

What Hazardous Materials are Required to be Reported:

The storage, use or handling of hazardous materials exceeding permit amounts (see tables below) and, in accordance with the applicable MSDS, a hazardous material:

1. having a NFPA 704 hazard rating of 2 or greater in health or flammability
2. having a NFPA 704 hazard rating of 1 or greater in reactivity.
3. posing a special hazard, such as oxidizers or water-reactive

INSTRUCTIONS FOR COMPLETING HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

Following the sample form provided, complete the HMIS master as follows:

Item #	Subject based on HMIS form	Instructions
1	Business name, Street Address, Building/Suite #	Document business name, street address and, if applicable, building or suite #
2	Area	Document the specific building or room where the hazardous materials are stored, used or dispensed. As an example, The pool chemicals are stored in the "maintenance room". If hazardous materials are found in more than one building or room, a separate HMIS form **is required** for each building or room.
3	Chemical Name and % of Largest Hazardous Ingredient per MSDS	Document the highest percentage of hazardous material in the product by using the chemical name and percent concentration of hazardous ingredient: This information can be found on the Material Safety Data Sheet (MSDS) for the product. The information may be found in the section titled Hazardous Ingredients, Hazardous Components, or something similar. Trade names are not acceptable
4	Product Trade Name	Document product name using manufacturer's label (e.g., Windex, Hanratty's Varnish)
5	CAS #	Document the CAS # for the hazardous material documented for Item #3. The information can be found on the MSDS in the section titled Hazardous Ingredients, Hazardous Components, or something similar.
6	Physical State	Document the physical state of the product at normal temperature and pressure: liquid, gas or solid
7	Maximum Amount at any one time in: Use, open system Use, closed system Storage	Document the maximum anticipated quantity of hazardous materials that could be stored in the building or area at any one time.
8	Hazard classification(s) (based on IFC Chapter 27)	The Goodyear Fire Department will assist in determining the hazard classifications. Please call (623) 882-7316.
9	NFPA Fire Diamond Designation:	This information can most commonly be found on the MSDS. **DO NOT DOCUMENT THE HMIS RATING**.
10	Date	Self-explanatory
11	Printed Name	Self-explanatory
12	Signature	Self-explanatory

13	Phone Number	Self-explanatory
14	E-mail address	Document the e-mail address for the person completing the HMIS form.

Definitions

Closed System - The use of a solid or liquid hazardous material involving a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations; and all uses of compressed gases. Examples of closed systems for solids and liquids include product conveyed through a piping system into a closed vessel, system or piece of equipment.

Open System – The use of a solid or liquid hazardous material involving a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, dip tank and plating tank operations.

Storage – The keeping, retention or leaving of hazardous materials in closed containers, tanks, cylinders, or similar vessels; or vessels supplying operations through closed connections to the vessel.

CITY OF GOODYEAR FIRE DEPARTMENT
HAZARDOUS MATERIALS INVENTORY STATEMENT - SAMPLE

Business Name: _____**#1**_____ **Address:** _____

Bldg./Suite _____ **Area:**_____**#2**_____

NOTE: All columns require completion

#3 [1]**Chemical Name of Largest Hazardous Ingredient and % per MSDS**	**#4** **Product Trade Name**	**#5** **CAS #**	**#6** [2]**Physical State**	**#7** [3]**Maximum Anticipated Quantity at one time in:** **Use, Open System**	**Use, Closed System**	**Storage**	**#8** **Hazard Classification(s) (IFC Chapter 27).**	**#9** [4]**NFPA 704 Hazard Ranking Designation**
								H = _____ F = ____ R = _____ S = ____
								H = _____ F = ____ R = _____ S = ____
								H = _____ F = ____ R = _____ S = ____
								H = _____ F = ____ R = _____ S = ____
								H = _____ F = ____ R = _____ S = ____
								H = _____ F = ____ R = _____ S = ____

[1]Will assume 100% concentration when percentage not documented.
[2]Gas = G; Liquid = L; Solid = S
[3]Report compressed gases in cubic feet; liquefied gases in gallons; liquids in gallons; and solids in pounds. MAQ will be cumulative based on hazard classification(S)
[4]Do not use HMIS rating.

I, the undersigned, certify that the above information is accurate to the best of my knowledge. **#10** Date: _____

#11_____**#12**_____ **#13**( )_____

Printed Name Signature Phone Number

#14 E-mail Address:_____